

ARKANSAS STATE HIGHWAY COMMISSION

Equipment and Procurement Division

REQUEST FOR PROPOSALS (RFP) No: **RFP-20-002H**

Janitorial and Cleaning Services

Proposals must be submitted
no later than 2:00 p.m. CDT
June 11, 2020

**No submissions or modifications
will be accepted after this deadline.**

To constitute a valid submission, proposal must:

- (1) Be submitted by the prescribed date and time (Paragraph 2.3),
- (2) Address all the requirements set forth herein,
- (3) Contain the required Bid Bond (Paragraph 1.5),
- (4) Contain Page 6 completed as indicated (Section 5.0)
- (4) Contain Eligible Bidder Certification, Contract and Grant Disclosure and Certification, Restriction of Boycott of Israel Certification and Illegal Immigrant Contractor Disclosure Certification Forms.
- (6) Contain Site Visit Verification Form (Page 9 of 10)
- (7) Contain completed Pricing Sheet (Page 10 of 10)

For further information regarding this RFP contact
Danny Keene, Division Head
Equipment and Procurement Division
at (501) 569-2672
Danny.Keene@ardot.gov

Arkansas State Highway Commission
RFP-20-002H - Janitorial and Cleaning Services

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ARKANSAS STATE HIGHWAY COMMISSION

RFP-20-002H – Janitorial and Cleaning Services

Section 1.0 INTRODUCTION

- 1.1 **Scope of Proposal:** The Arkansas Department of Transportation, hereinafter called “ARDOT” or “the Department,” is soliciting proposals for Janitorial and Cleaning Services for **12 Months** from Date of Award with options to renew in six (6) one year increments or a portion thereof upon mutual written agreement of both parties. In no event shall the total contract be more than seven (7) years.
- 1.2 **Point of Contact:** This Request for Proposal (RFP) is issued by the Arkansas Department of Transportation, Equipment and Procurement Division on behalf of the Maintenance Division-Facilities Management, which are the points of contact for the Department during the submission and selection process. These two Divisions will administer any contract resulting from this RFP. Questions concerning this RFP should be addressed to the ARDOT officials named below:

Questions concerning submission of a proposal in response to this RFP should be addressed to:

Danny Keene, Division Head
Equipment and Procurement
Arkansas Department of Transportation
P. O. Box 2261
Little Rock, AR 72203
E-mail: Danny.Keene@ardot.gov
Phone: (501) 569-2672
Fax: (501) 569-2679

Questions concerning technical content and requirements of this RFP should be addressed to:

Phillip Watkins, Project Coordinator
Maintenance Division/Facilities Management
Arkansas Department of Transportation
P. O. Box 2261
Little Rock, AR 72203
E-mail: Phillip.Watkins@ardot.gov
Phone: (501) 569-4950
Fax: (501) 569-2011

Written inquiries are encouraged and will be answered in writing. Oral communications shall not be binding on the Department and can in no way modify the terms, conditions, or specifications of this RFP or relieve the successful consultant of any obligations resulting from this RFP. Proposers are expected to raise any questions they have concerning the RFP document at this point in the RFP process. In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions, amendments, or supplements will be provided to all recipients of this initial RFP and all who have requested information in writing.

- 1.3 **Qualifications:** Proposers must have cleaned at least two (2) commercial general office spaces of approximately 100,000 square feet or more, containing tile, terrazzo and a minimum amount of carpet for a consecutive twelve (12) month period, within the last two (2) years. List company name, phone number, square footage and personnel to contact concerning those contracts.
- 1.4 **Information Restrictions:** All information received by ARDOT regarding this RFP is restrictive and will not be available before award to the successful contractor.
- 1.5 **Required Bonding:** Bid Bond in the amount of \$1,000.00 required of all bidders at time of bid opening or proposal will be rejected. **Personal and company checks are not acceptable as Bid Bonds.** Performance Bond in the amount of \$25,000.00 will be required of successful bidder prior to providing goods/services. **Personal and company checks are not acceptable as Performance Bonds.**
- 1.6 **Choice of Law & Choice of Forum:** This RFP and any resulting contract shall be governed by and construed in accordance with the laws of the State of Arkansas. Any proceeding relating to any cause of action of any nature arising from or relating to this RFP or contract may be brought only before the appropriate forum in Pulaski County, Arkansas.
- 1.7 **Ethics:** *“It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a State contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the contractor for the purpose of securing business.”* Ark.Code.Ann. § 19-11-708(a).
- 1.8 **NOTICE OF NONDISCRIMINATION:** The Arkansas State Highway Commission, through ARDOT, complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, ARDOT does not discriminate on the basis of race, sex, color, age, national origin, religion (not applicable as a protected group under the Federal Motor Carrier Safety Administration Title VI Program), disability, Limited English Proficiency (LEP), or low-income status in the admission, access to and treatment in the ARDOT’s programs and activities, as well as the ARDOT’s hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the ARDOT’s nondiscrimination policies may be directed to Joanna P. McFadden Section Head – EEO/DBE (ADA/504/Title VI Coordinator), P. O. Box 2261, Little Rock, AR 72203, (501)569-2298, (Voice/TTY 711), or the following email address: joanna.mcfadden@ardot.gov. Free language assistance for Limited English Proficient individuals is available upon request. This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille.

- 1.9 **PROHIBITION OF EMPLOYMENT OF ILLEGAL IMMIGRANTS:** Pursuant to Arkansas Code Annotated 19-11-105, all bidders must certify prior to award of a contract that they **do not** employ or contract with any illegal immigrant(s) in its contract with the state.
- 1.10 **DISCLOSURE:** Failure to make any disclosure required by Governor’s Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that order, **shall** be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy **shall** be subject to all legal remedies available to the agency.

Section 2.0 PREPARING AND SUBMITTING A PROPOSAL

- 2.1 **General Instructions:** The evaluation and selection of a contractor will be based on the information submitted in the proposal plus references, experience and performance. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response. All bidders are requested to submit one original and three (3) copies of their proposal.
- 2.2 **Incurring Costs:** The Department is not liable for any cost incurred by proposers in replying to this RFP.
- 2.3 **Time and Place for Submission of Proposals:** Proposers must submit a completed proposal, along with all materials required herein for acceptance of their proposal, prior to **2:00 p.m. CDT, on June 11, 2020**. All packages containing the proposal must be sealed and should be clearly marked with the RFP Number and Proposer’s company name.

Mail To:
Arkansas Department of Transportation
Equipment and Procurement Division
P.O. Box 2261
Little Rock, AR 72203

Deliver To:
Arkansas Department of Transportation
Equipment and Procurement Division
11302 W. Baseline Road
Little Rock, AR 72209

*****The cost data *MUST* be provided inside a separately sealed envelope that is clearly marked “*COST PROPOSAL*” on the outside of the envelope with the firm name, and not within other submitted documents.**

- 2.4 **Late Proposals:** Proposals received after the date and hour established will be considered late and will be automatically disqualified. Late proposals will be returned unopened.
- 2.5 **Unsigned Proposals:** Page six of this RFP must be signed and included with proposal to constitute a valid submission. The signature must be original, in ink (not stamped or photocopied). Unsigned and improperly signed proposals will be automatically disqualified.

- 2.6 **Withdrawing or Modifying Proposals:** A proposal that has been submitted may be withdrawn, modified, or corrected by the proposer prior to the date and time set for submission. Letters received before the date and time set for submission of proposals will be accepted and attached to the unopened proposal, and the proposal will be considered withdrawn, modified, or otherwise changed accordingly. RFP Number should be clearly marked on all packaging/envelopes containing proposal documents. No proposal may be withdrawn, modified, corrected, or otherwise changed after the date and time set for submission.
- 2.7 **Assignment:** No award resulting from this RFP may be assigned, sold, or transferred without the prior written consent of ARDOT. Furthermore, no obligation incurred pursuant to this RFP and resulting contract may be delegated without prior written consent of ARDOT.
- 2.8 **Cancellation of Proposal:** In the event the Department no longer needs the service specified in the contract due to program changes, changes in laws, rules, or regulations, relocation of offices, or lack of appropriated funding, the contract may be cancelled by giving the contractor written notice of such cancellation (30) days prior to the date of cancellation.
- 2.9 **Default and Remedies:** Non-performance of any requirement, term or condition resulting from this RFP shall constitute default. Upon default, the Department shall issue a written notice of default providing a period in which the contractor shall have seven (7) days to cure said default. If the contractor remains in default beyond the seven (7) days, or if the default is repeated during the term of the contract or any extension thereof, the Department may, in its sole discretion, terminate the contract(s) or remaining portion thereof and exercise any remedy provided by law.
- 2.10 **References:** Proposers must submit at least three (3) commercial general office reference accounts, all of which must be located in Arkansas, to whom proposer has been providing janitorial services of a same or similar nature within the last two (2) years. Each reference should include point of contact name, address, telephone numbers including cell phone number if possible, and e-mail address. ARDOT reserves the right to contact any or all references. Sites may be visited by an ARDOT representative(s).

Section 3.0 PRICING

- 3.1 **Pricing:** Proposers shall submit a price and proposed staffing for the building to be cleaned. Cleaning cost will be per month but based on a 12 month contract. See Price Sheet attached. Additional sheets can be used for staffing. .

Section 4.0 EVALUATION AND AWARD

- 4.1 **Evaluation:** Proposals will be evaluated on the extent of services offered, ability to provide those services, references, experience and pricing.

- 4.2 **Award:** Any award will be made based upon the evaluation of all proposals received in response to this solicitation and the determination of the proposal or proposals considered to be the most advantageous to the State. The Department reserves the right to accept or reject, in whole or in part, any and all proposals submitted; to waive any minor technicalities, when it is in the best interest of the State; and to negotiate the terms of the contract, with the selected proposer(s).
- 4.3 **Special Provision:** Selection of a Contractor shall be based on the full scope of work outlined in this RFP, which covers the Central Office Headquarters Building as defined in this RFP. Additional facilities may be added as other cleaning needs increase. Initial payments shall be based only on those duties/responsibilities initially assigned and satisfactorily completed. Payments shall increase as additional facilities/responsibilities are assigned, agreed to, and satisfactorily completed.

Arkansas State Highway Commission
Request for Proposals
Janitorial and Cleaning Services

This Page MUST be completed, properly signed, and returned for proposal to be considered.

Section 5.0 OFFER AND ACCEPTANCE

5.1 Offer:

I, the undersigned, affirm that this proposal is made on behalf of the below-named individual/company, for whom I have legal authority to commit to the terms and conditions set forth in the RFP and this response, to which I/we agree to be bound if this proposal is found acceptable by the Department; and that this proposal is made without any collusion or coercion on the part of any person, firm, corporation or other entity.

Company: _____ Address: _____

Representative: _____ City: _____ State: _____

Title: _____

Business Phone: _____ Cell Phone: _____

Email: _____

Federal Tax ID or Social Security No.: _____

Signature: _____ Date: _____

(Must be legible, original and in ink, no photocopies)

5.2 Acceptance: (FOR ARDOT USE ONLY)

Accepted: _____

By: _____ Date: _____

ATTACHMENT A

ELIGIBLE BIDDER CERTIFICATION

The Bidder represents and warrants for itself, its employees and its subcontractors and certifies they:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding thus Bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph two (2) of this Certification;
4. Have not within a one-year period preceding this application/Bid had one or more public transactions (Federal, State, or local) terminated for cause or default; and

The Bidder represents, warrants and acknowledges the understanding that restrictions placed on the employment of labor or on the scale of pay for the work on a contract will be the requirements of the Fair Labor Standards Act (Federal Wage-Hour Law) of 1938, 28 USC §201 et seq., and other applicable labor laws.

The person executing this Certification further represents, warrants and affirms the truthfulness and accuracy of the contents of the statements submitted on or with this Certification and understands that the provisions of 31 USC §3801 et seq. are applicable thereto.

BIDDER NAME

BY: _____

Signature

TITLE: _____

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR: _____ SUBCONTRACTOR NAME: _____

Yes No

BIDDER INFORMATION: _____ IS THIS FOR: _____

TAXPAYER ID NAME: _____ Goods? Services? Both?

YOUR LAST NAME: _____ FIRST NAME: _____ M.I.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ COUNTY: _____

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

FOR INDIVIDUALS*

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (✓)		Name of Position of Job Held <small>(senator, representative, name of board/ commission, data entry, etc.)</small>	For How Long?		What is the person(s) name and how are they related to you? <small>(i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.)</small>	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

None of the above applies

FOR AN ENTITY (BUSINESS)*

Indicate below If any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (✓)		Name of Position of Job Held <small>(senator, representative, name of board/ commission, data entry, etc.)</small>	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?		
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)	Position of Control
General Assembly								
Constitutional Officer								
State Board or Commission Member								
State Employee								

None of the above applies

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.

2. I will include the following language as a part of any agreement with a subcontractor:

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.

3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

Signature _____	Title _____	Date _____
Vendor Contact Person _____	Title _____	Phone No. _____

Agency Use Only				
Agency Number _____	Agency Name _____	Agency Contact Person _____	Contact Phone No. _____	Contract or Grant No. _____

RESTRICTION OF BOYCOTT OF ISRAEL CERTIFICATION

Pursuant to Arkansas Code Annotated § 25-1-503, a public entity **shall not** enter into a contract valued at \$1,000 or greater with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

By signing below, the Contractor agrees and certifies that they do not boycott Israel and will not boycott Israel during the remaining aggregate term of the contract.

If a company does boycott Israel, see Arkansas Code Annotated § 25-1-503.

Bid Number/Contract Number	RFP-20-002H
Description of product or service	Janitorial and Cleaning Services
Contractor name	

Contractor Signature: _____
Signature must be hand written, in ink

Date: _____

ILLEGAL IMMIGRANT CERTIFICATION

Pursuant to Arkansas Code Annotated § 19-11-105, Contractor(s) **shall** certify with OSP that they do not employ or contract with illegal immigrants.

By signing below, the Contractor agrees and certifies that they do not employ illegal immigrants and will not employ illegal immigrants during the remaining aggregate term of the contract.

Bid Number/Contract Number	RFP-20-002H
AASIS Number	N/A
Description	Janitorial and Cleaning Services
Contractor name	

Contractor Signature: _____

Date: _____

Signature must be hand written, in ink

ARKANSAS STATE HIGHWAY COMMISSION

RFP-20-002H – JANITORIAL AND CLEANING SERVICES

PROPOSAL INFORMATION AND SPECIFICATIONS

PROPOSAL INFORMATION

This Proposal is for furnishing Janitorial and Cleaning Services for the Arkansas Department of Transportation Central Office Headquarters (10-story building, including basement) located at 10324 Interstate 30, Little Rock, AR 72209

CAUTION TO BIDDERS

ARDOT reserves the right to award a contract or reject a proposal for any or all line items of a proposal received as a result of this Request for Proposal, if it is in the best interest of the State to do so. Proposals will be rejected for one or more reasons not limited to the following:

- a. Failure of the vendor to submit his proposal(s) on or before the deadline established by this Request for Proposal.
- b. Failure to sign the Request for Proposal.
- c. Failure to provide a valid Bid Bond.
- d. Failure of any proposed service to meet or exceed the specifications.

BID FORMAT

Any statement in this document that contains the word “**will**”, “**must**”, or “**shall**” means that compliance with the intent of the statement is mandatory, and failure by the bidder to satisfy that intent will cause the proposal to be rejected.

PAYMENT AND INVOICE PROVISIONS

Payment will be made in accordance with applicable ARDOT accounting procedures upon acceptance by the Department. ARDOT may not be invoiced in advance of delivery and acceptance of any service. Payment will be made only after contractor has successfully satisfied ARDOT as to the program and/or services. Vendor should invoice ARDOT by an itemized list of charges. Payment will be made in 12 equal monthly installments for the contract period.

PRIME CONTRACTOR RESPONSIBILITY

The selected vendor will be required to assume prime contractor responsibility for the contract and will be the sole point of contact with regard to all commodities, services and support.

Janitorial subcontractors will not be considered for this Proposal or any resultant contract that may result from it.

The contractor shall give ARDOT immediate notice, in writing, of any action which, in the opinion of the contractor, may result in litigation related in any way to the contract or the State.

STATE OF LIABILITY

ARDOT will demonstrate reasonable care but shall not be liable in the event of loss, destruction, or theft of contractor-owned items to be delivered or to be used in the installation of deliverables. At no time will ARDOT be responsible for or accept liability for any vendor-owned items.

DELEGATION AND/OR ASSIGNMENT

The vendor shall not assign the contract in whole or in part or any payment arising there from without the prior written consent of ARDOT. The vendor shall not delegate any duties under this contract to a subcontractor unless ARDOT has given written consent to the delegation.

“Working days” shall be defined as Monday through Friday of each week exclusive of all official State Holidays.

Repeated failure to meet specified service requirements may result in Contract termination, or ARDOT may pursue any other remedies that may be available to it, at its discretion.

STATE HOLIDAYS

New Years Day	January 1	
Dr. Martin Luther King, Jr. Day	January	Third Monday
President’s Day	February	Third Monday
Memorial Day	May	Last Monday
Independence Day	July 4	
Labor Day	September	First Monday
Veterans Day	November 11	
Thanksgiving Day	November	Fourth Thursday
Christmas Eve	December 24	
Christmas Day	December 25	

Additional days can be proclaimed as holidays by the Governor, by Executive Proclamation. State offices are normally closed on holidays; however, there are occasions (i.e. during legislative sessions) when it may become necessary to keep State offices open. The Contractor shall maintain adequate staff on such working holidays.

CONTRACTOR RESPONSIBILITY

- a. The Contractor shall take all precautions necessary to prevent the theft or pilferage of materials, tools, equipment, fixtures, furnishings, and any other items from the building.
- b. The Contractor shall also be responsible for any loss or damage to the State’s property and to the property of other’s due to the Contractor’s personnel, and shall make good, at his own expense, such loss or damage at the request of ARDOT.
- c. Equipment and Materials: The Contractor will be responsible for any loss, damage, or destruction of its own property or that of any equipment and materials used in conjunction with the work performed. The Contractor will purchase at Contractor’s own expense such policy to cover Contractor’s owned property.

GENERAL REQUIREMENTSChildren

- a. Children are not permitted, at any time, to accompany the Contractor or employees while they are performing the duties required as stated in this Request for Proposal.
- b. Contractor or employees bringing children in the building at anytime shall constitute sufficient cause for contract termination.

Criminal Background Checks

Prior to awarding, the successful Contractor will provide, at no cost to ARDOT, the following Criminal Background Check Reports (Background Reports) on:

- The Contractor and company official(s)
- The Supervisors and Employees
- **ONLINE BACKGROUND REPORTS WILL NOT BE ACCEPTED.** Arkansas State Police (ASP) certified background reports on all employees shall be provided prior to placement in the building, including employees that may be added at a later date.
- Background reports must be current. Current is defined as background reports which are dated and received by ARDOT within (72) business hours of being sent by the Arkansas State Police (ASP). Background reports which are not current shall not be considered.
- ARDOT reserves the right to terminate any resultant contract resulting from this Proposal should evidence show tampering of any Background Reports.
- The Contractor shall utilize the ASP for all Background Reports.
- ARDOT must be notified of any changes or substitution of any employees assigned to the building location.
- All employees working in the building must pass a criminal background check prior to the commencement of their work. No employee shall be placed in the building and commence work until and unless they have passed a criminal background. ARDOT reserves the right to determine if a company employee passes or fails the criminal background check based on the results of the check. If the individual fails they shall not be allowed to work or visit the building in performance of any contractual duties or responsibilities or both.

- **Renewal Periods:** ARDOT requires, at no cost to ARDOT, current reports. Current is defined as background reports which are dated and received by ARDOT within (72) business hours of being sent by the Arkansas State Police. Background reports which are not current shall not be considered, on any individual that will be placed in the building at the start of each contract renewal period. Contractor shall complete the Criminal Background Authorization Form for each employee pursuant and submit it to the ASP not more than thirty (30) days prior to the start of the renewal period. Previously provided background checks will not be accepted.
- **Additional Background Checks:** ARDOT reserves the right to require, at no cost to the State, additional background checks of any employee at any time during the initial or any subsequent terms of the contract should good cause exist and is provided to the Contractor. ARDOT shall have sole authority to determine good cause. Contractor shall complete the Criminal Background Authorization Form and send it directly to ASP after written notification has been provided.

DUTIES, CLEANING

ARDOT reserves the right to request that duties not completed during regular cleaning hours be performed the following workday. Repeated violations of the contract terms may result in contract termination or monetary deductions from Contractor's payment equal to the reduced scope of work.

INVENTORY, CLEANING SUPPLIES

The Contractor is responsible for receiving, handling, storage, and delivery of materials and equipment needed to perform the requirements as listed in this Request for Proposal.

MATERIALS AND SUPPLIES

- a. The Contractor shall store cleaning supplies and materials at the building in a safe, sanitary, and neat manner.
- b. Mops, cloths, and sponges shall be replaced before offensive odors are noticeable.
- c. Covers are to be replaced securely on the containers of all materials and supplies.
- d. Areas designated for storage of janitorial supplies and equipment shall be kept clean and odor free.

RESPONSE TIME, CONTRACTOR

- a. It is crucial that the Contractor respond to ARDOT in a timely manner.
- b. It is required that should ARDOT make contact with the Contractor and the Contractor fails to respond with four (4) hours, the contract may be terminated immediately for default.

SPECIFIC REQUIREMENTS

Floors

1. Sweep and dust mop all floors nightly with dust control treated mop.
2. Damp mop all floors nightly.
3. Buff all floors once a week minimum.
4. Vacuum carpets including corners and edges nightly. Clean monthly or as needed and notify Buildings Management when cleaning is done.
5. All floors must be maintained so as to provide an anti-slip walking condition. No butane floor machine will be permitted.
6. Strip and refinish tiled and terrazzo floors with a minimum of (3) coats of wax at beginning of contract for all the common space and corridor areas. **Wax to be approved by ARDOT prior to work being started. All work shall be completed within (30) calendar days. Buildings Management is to be notified of all work in progress.**
After 6 months from the beginning of contract scrub and refinish tiled and terrazzo floors with a minimum of (2) coats of wax for all the common space and corridor areas.
Apply \$150/ day liquidated damage if the contractor did not complete the waxing process for all the common space and corridor areas within (30) days from the beginning of the contract.
7. Strip and refinish tiled floors with a minimum of (3) coats of wax within six months beginning of contract for all the common space and corridor areas. **Wax to be approved by ARDOT prior to work being started. All work shall be completed within (30) calendar days. Buildings Management is to be notified of all work in progress.**
Apply \$150/ day liquidated damage if the contractor did not complete the waxing process for all the office space areas within (180) days from the beginning of the contract.
8. Rust spots and stains resulting from furniture or walls being moved must be cleaned within (5) working days.
9. All damp mops and dust mops to be cleaned professionally at regular intervals.
10. Sweep and damp mop all stairwells nightly.

11. The approximate total square footages of the building is 109,560 sq. ft.

- VCT = 77505 sq. ft.
- Carpet = 8178 sq. ft.
- Terrazzo = 5757 sq. ft.
- Tiles = 3240 sq. ft.
- Concrete = 4015 sq. ft.
- Other = 10865 sq. ft.

Restrooms

1. All restroom floors to be scrubbed with floor machine **the first week of each month.**
Notify Buildings Management of start and completion date. (Apply \$100 / day / floor liquidated damages / if the contractor did not complete the restroom scrubbing process by the end of first week of each month)
2. Floors swept and detergent mopped nightly.
3. Fixtures and supply piping cleaned and sanitized nightly.
4. Mirrors cleaned daily with glass cleaner to be approved by Buildings Management.
5. Sanitary napkin machines cleaned and sanitized nightly. Waste receptacles emptied and new liner installed nightly.
6. Stall partitions and walls cleaned nightly.
7. Waste receptacles emptied, new liner installed and debris placed in designated areas nightly.
8. Towel and tissue receptacles refilled nightly.
9. Hand soap receptacles checked or replaced nightly with liquid hand soap. **All soap to be approved by ARDOT.**
10. Floors and lavatories in supply closets kept clean.
11. Deodorant screens with commode blocks supplied for urinals.

Receptacles

1. Waste receptacles emptied and new plastic liners installed and placed nightly in designated areas. Receptacles washed as needed.
2. Recycle paper picked up, new liner installed and put in designated areas nightly.

Dusting

1. Desks, filing cabinets, bookcases, chairs, tables and other office furniture dusted with dust control treated cloths. All letter files, phones and other items shall be moved, dusted there under and replaced to their original positions nightly.
2. Windowsills, ledges, moldings, picture frames, etc. dusted with dust control treated cloths nightly.
3. Cobwebs removed nightly.
4. Window blinds dusted once a week.

Glass

1. All glass shall be clean and free of dirt, grime, dust, streaks, smudges, watermarks, spots and shall not be cloudy.
2. Entrance door glass and adjacent windows cleaned daily both interior and exterior.
3. Glass desktops cleaned with approved cleaner.
4. Partition glass cleaned nightly.
5. Interior windows cleaned as needed.

Miscellaneous

1. Drinking fountains cleaned and sanitized nightly and receptacles filled with cups.
2. Turn off lights, fans, etc., when nightly cleaning is completed.
3. Use minimum lights while work is in progress.
4. Light fixture covers cleaned quarterly or as directed by Buildings Management.
5. All stainless surfaces cleaned nightly.

Identification

All employees must wear, at all times, a Photo ID tag with employee name and company name. Employees must wear long pants and shirts, short or long sleeve. Female employees may wear skirts or dresses. No shorts or tank tops. All employees must be on the premises by 5:00 P.M. All employees must sign in at Central Office Building.

Required Minimum Staffing

Central Office Building – (10) Utility workers – (1) (Full-Time on-site) Supervisor - (1) skilled floor care worker, (4 hours minimum per person nightly) Total 12 workers x 4 hours equal 48 working hour / night

Time sheets kept on premises and turned in weekly to ARDOT verifying number of employees and number hours worked by each employee during the week. All employees are to be on premises by 5:00 P.M.

Apply \$100 liquidated damage / day if the contractor did not meet the 48 working hour/night minimum requirements

If Contractor fails to fulfill these requirements for three consecutive days (72 hours), the contract may be terminated immediately for default.

Bidder must provide the following information for bid to be considered:

1. Bidder must maintain a staffed office within a forty (40) mile radius of the ARDOT Central Office Headquarters located at 10324 I-30, Little Rock, Arkansas. Office must be staffed from 8:00 A.M.- 4:30 P.M. Monday through Friday. **Answering services or answering machines and/or P.O. Boxes do not meet this requirement.**

_____ Mile Radius from ARDOT Central Office Headquarters.

List address and telephone number of staffed office:

2. Attach list of personnel, including supervisors to perform contract. Updates must be provided to ARDOT Buildings Management as changes occur.
3. Attach a list of equipment that will be left on-site. The following is a list of equipment that is recommended.

- (5) 20" floor machines;
- Commercial upright vacuums - (1) per floor;
- Mop buckets and wringers - (1) per floor;
- Mop handles and mop heads - (1) per floor;
- Dust mops and handles - (1) per floor;
- 2 wet vacuums;
- High duster handles and heads – (1) per floor;
- One Canister vacuum;
- One commercial extractor;
- Brute barrels with pockets - (1) per floor;
- Automatic chemical dispensers installed to assure quality control;
- Cleaning products stocked and approved by ARDOT (Sufficient stock to be kept on hand at all times and MSDA sheets provided. List products to be used. (Type of glass cleaner, etc.)

The successful bidder shall keep on the job at all times, when work is in progress, a competent supervisor satisfactory to Buildings Management. The supervisor shall represent the Contractor in his absence and all instructions given to him shall be binding on the Contractor. Work shall be completed by employees **skilled** in their trade and shall be in accordance with the Bid Information and Specifications set forth in this Request for Proposal for Cleaning Services.

EMPLOYEES

- a. Contractor will supply a list of the employees that are to be placed at the service location.
- b. Contractor shall provide janitorial services with persons who are in a direct employment relationship with the Contractor, therefore subcontracting of any and all janitorial services is strictly prohibited and grounds for contract termination.
- c. Contractor shall provide all on-site supervision for all other personnel providing the work as specified in this Request for Proposal.
- d. Prior to any change of personnel, the Contractor shall notify ARDOT so that a proper review of criminal background can be made.

Building must be inspected in the presence of Buildings Management prior to the preparation and submission of proposal. Prior to the walk-through each bidder is encouraged to carefully read the proposal and have any questions prepared to insure a good understanding of the services required. No proposals will be accepted from proposers who have not performed the on-site inspection. Appointments for on-site inspection may be scheduled by contacting Phillip Watkins, Project Coordinator, ARDOT Facilities Management at 501-569-4950.

Attached to this Request for Proposal is a Site Visit Verification Form which **must** be signed by the Building contact person after the completion of the site inspection. The site verification form **must** be submitted with the proposal to be considered.

The successful bidder will be required to furnish all labor, supervision, equipment and supplies/materials (less paper products) necessary to ensure satisfactory performance of the contract. Work may be performed from 5:00 P.M. to 12:00 A.M. unless prior arrangements are made for special projects. All specifications must be met and certified by Buildings Management on a weekly basis before payment of monthly invoice can proceed.

The successful bidder must be covered by Workman's Compensation, Public Liability and Property Damage Insurance, and all employees shall be bonded, proof of bond required. Certification of Insurance shall be furnished to the Department and will be kept on file. Public Liability and Property Damage Insurance must cover all ARDOT property and personal property of ARDOT employees.

DAILY INSPECTION

Inspection of work on this contract shall be made on a daily basis. **Contractor's Supervisor must attend the inspection and sign the inspection report. This report will be used as a proof that the contractor completed the contract duty and will be used to calculate any monthly deductions. A penalty of \$40.00 per / floor per /day up to \$440 per / day** will be assessed for work not satisfactorily completed on time according to the schedule set forth in the specifications and shall run concurrently until the problem has been corrected. This amount will be deducted from the current invoice due before any payment is made.

ATTACHMENT FORMS

Attach daily inspection form for every day duties.

Attach monthly inspection form for floor buffing, restroom scrubbing and daily duties.

ARKANSAS DEPARTMENT OF TRANSPORTATION

Request for Proposal No. 20-002H

SITE VISIT VERIFICATION FORM

THIS IS TO VERIFY THAT _____ OF _____
Representative Name Company

_____ OF _____
Representative Name Company

HAS COMPLETED A SITE VISIT AT THE ARDOT CENTRAL OFFICE HEADQUARTERS.

ARDOT Representative

Date

PRICE SHEET

	Building Description	Monthly Cost		Total Contract Cost Per Year
1.	Central Office Headquarters Building	\$_____	x 12 months	\$_____